

## Occupancy Agreement

### Payment

Please mail rent/make check payable (checks only--never cash) to Jeff Tant, PO Box 3546, Greenville, NC 27836. Please write the property address in the remitter section of the check. If you prefer, you can pay your rent online using a debit or credit card at [www.cchpay.com](http://www.cchpay.com).

**The rent is due on the first day of each month.** Rent is late on the 2<sup>nd</sup>. There is a "grace period" through the 5<sup>th</sup> of each month. **Late fees apply on all rent payments received after the 5<sup>th</sup> of each month** in which the postmark on the envelope or the date on the online payment is dated after the 5<sup>th</sup>. Late fees are expected to be paid at the time that late payments are made. If late fees are unpaid, they will be deducted from the refundable security deposit.

Unless prior landlord approval has been granted, pets are forbidden under every circumstance. If it is found that a pet is staying at the property without landlord permission, an immediate \$400 fine will be due and the pet will need to be removed. In addition to these expenses, all damages caused to the property by the pet will be the responsibility of the tenant and repaired at the tenant's expense with no exceptions. We do not want your money, so please do not conceal having pets in the home.

Lock outs: We encourage tenants to make an extra key and either hide it in a secure place or give it to a trustworthy friend, who everyone within your group can agree upon, to assist in the event of a lock out. A \$25 fee will be charged if the landlord is requested to come out and unlock the house. In the event landlord is contacted, timely re-entry cannot be guaranteed.

In the event that a tenant elects to vacate the lease (or not to take occupancy), the tenant must find a sublet or replacement tenant who is acceptable to the landlord and to the remaining tenants. Tenants who vacate prematurely automatically forfeit their \$100 refundable security deposit. Additionally, if any tenant has unpaid rent in an amount greater than the \$100 refundable security deposit at the end of the lease, the amount due will be deducted from the collective deposit received from all tenants.

### Move-In

Please call Greenville Utilities at 252-752-7166 two weeks in advance of your move-in date to arrange for your power and natural gas service to be turned on either prior to or on your move-in date. To avoid expensive connection fees for power and gas, it is often cheaper if you coordinate with the vacating tenant regarding their planned day of power cut off and arrange to have the power transferred to your name on that date.

Do not wait to have your natural gas turned on after your move-in date. It is best to arrange to have it turned on when you arrange to have the power turned on. Failing to turn the natural gas on at move-in will cause you to incur the cost of having the lines inspected and the heating unit restarted and serviced (which usually costs around \$300).

Suggested initial house shopping lists should include a toilet plunger for every toilet in the house, shower curtains for each bathroom, a small step ladder, extra light bulbs, air filters, and cleaning products & supplies.

Pest treatments, window treatments, ceiling fans, refrigerator icemakers/water filters are not provided by the landlord. As a courtesy, we do add new blinds to empty windows at lease turnover, and we do leave the existing window treatments from the previous tenants in place. If you are not happy with the window treatments, you can

purchase new ones at Lowe's and/or Walmart as they are inexpensive (usually less than \$10 each). The same goes for ceiling fans. If you are not happy with the quality of the fan, you can also purchase them at Lowe's fairly inexpensively (usually less than \$60). We can hang and install the fans and/or window treatments for you at no charge. Otherwise, we can replace existing fans with a regular light fixture at no cost to you. As a courtesy, we do treat properties upon request for bugs and pests, but this is not included as part of our lease agreement. If you are not satisfied with our treatments, you are welcome to treat for pests yourself.

We will insure that the house is deep cleaned prior to your occupancy. If you are not satisfied and require more cleaning, you are welcome to hire your own cleaning crew to do further cleaning at your own expense. We are not in a position to clean to any specification. We hope you will be satisfied with our cleaning as we have had a good track record from past experiences, but we cannot guarantee to please everyone. We do our best and want our homes to be in good order as much as you do.

We go through each house doing multiple handyman services and touch up painting to get the house ready for your occupancy during the turnover period. These services are not included or guaranteed as part of our lease agreement. We do our best to get and keep all of our houses in good condition. However, your signature on this agreement acknowledges that you agree to rent the house in "as is" condition as we cannot guarantee, nor should you expect, "subject to" items. We do not offer this property subject to any additional services, improvements or additions. Our goal is for every tenant to have a positive experience while residing in our homes.

**AS-IS CONDITION.** Tenant leases and Landlord delivers the Premises to Tenant in its AS IS condition, without any express or implied representations or warranties of any kind by Landlord, its brokers, manager or agents, or the employees of any of them regarding the Premises, except as otherwise stated in the Lease.

Parking Pass- In order to park on the street in front of your house during the week in the Grid, you will need an A pass (If home is on the South or Campus side of 1st Street) or a C pass (If home is on the North or River side of 1st Street). The pass can be obtained thru the City online at [www.greenvillenc.gov/government/parking](http://www.greenvillenc.gov/government/parking). You will need to provide an ID and proof of residency in the form of a copy of your signed lease. The passes are issued yearly at the cost of \$5.00. This is the application <https://www.greenvillenc.gov/home/showdocument?id=20434>.

### **Property Upkeep**

You are required to keep power and natural gas services on at the residence during the entire term of the lease. Having the electricity on preserves the property and the appliances. Electricity turned off cause's appliance compressors to fail, damages interior finishes, and promotes pest infestations. A minimum temperature of 58 degrees and a maximum of 78 degrees is required to be maintained at all times at the residence.

Keep heating/cooling supply and return vents clear at all times (do not cover with furniture, clothing, etc.) To ensure proper heating/cooling circulation, please leave at least 2 ft. of space from the wall when positioning your bed in your room. Position regular furniture no less than 2 ft. from the wall.

A/C and heating filters are to be changed every month to assist with unit operating efficiency and lower utility bills. You are responsible for the purchase of filters. They are inexpensive and can be purchased at Walmart, Lowe's, and some grocery stores. We will get you started with a few filters. If you need assistance with changing filters, we are glad to assist.

We replace and install light bulbs at move-in time in all fixtures. It is the tenants' responsibility to replace light bulbs after the start of occupancy. If you need assistance changing, we are glad to assist.

Immediately report all water leaks to the landlord, including but not limited to the roof and around sinks and plumbing fixtures.

When operating toilets, please flush toilet paper only. Hair fallout from the shower, personal hygiene products, and paper towels are not to be flushed or put down any drains. Purchase plungers and place one next to every toilet. In addition, cooking grease and food should not be put in the kitchen sink drain under any circumstances. Please let cooking grease cool, then absorb it in a paper towel and discard it in the trash can just as you will do your food and trash. This will ensure that your drains will not get clogged.

Clean the house on a regular basis but not less than twice a month. In particular, regularly disinfect all surfaces to include but not limited to plumbing fixtures (tubs, toilets, sinks), countertops, appliances, etc. Immediately wipe down mildew and moldy surfaces with disinfectant. It is okay and encouraged to spray bathroom ceilings and walls above bathing areas with disinfectant to help prevent mildew stains caused by steam from the shower. Window unit air vents and exterior coils should be sprayed with disinfectant regularly during the cooling season. The filter should also be cleaned monthly. If you need assistance cleaning the window unit filter, we are glad to assist. Call Lisa Lancaster at 252-714-9775 should you need additional experienced, trustworthy, and affordable monthly/quarterly cleaning services.

Ventilation fans in the bathroom need to run for at least 30 minutes after each shower. This will help prevent common mildew from forming on bathroom walls and ceilings.

Never leave wet or damp towels, shoes, or clothing under beds or in closets. If you have lots of shoes (especially leather and suede), get a shoe rack and position it out in the room (not in your closet) near (but not covering) a vent. Designate/maintain an appropriate clothes hamper (container/bin) for wet/damp clothes only and keep it in a well ventilated area of the house. Never locate this container in or near closets. Immediately hang and keep wet/damp towels on a rack or hook in the bathroom at all times. Never keep wet towels in your bedroom or near a closet.

Run ceiling fans (where provided) and box fans on low setting to improve ventilation. If dehumidifier is provided by landlord, set at 50% minimal humidity level at all times during periods of high humidity (late summer, early fall).

Take out all food trash daily, and take out all general trash every week. Wheel trash cans (bar on can should be facing the street) to the street every Sunday night for Monday morning pickup, and return trash cans to their place away from the street Monday afternoon/evening (to avoid a city fine). In order to deter bugs, position your garbage cans away from the house. Also, please bag all of your household trash, and neatly tie your bags **closed** before placing garbage in the can.

Please pick up trash outside and around the property and keep the premises neat and clear of clutter at all times. Always park cars in designated driveway areas. Cluttered debris in the yard and cars parked in the grass may result in your being fined by the City of Greenville.

Your signature on this agreement shows that you acknowledge that it is your responsibility to provide appropriate indoor climate control, keep the premises clean, and take measures to prevent the growth of mildew and mold. You agree to notify the landlord of the presence of mildew and mold that persist after you have responsibly attempted to remove it through applying common household disinfectant.

Please do not overload the dishwasher, and always rinse dishes before putting inside machine. Likewise, do not overload the washing machine, and always clean the lint trap before running every dryer load. Do not overload refrigerators and freezers. It is a good idea to purchase a couple of mini fridges to keep extra food items if needed.

For your convenience, washers and dryers are provided in each of our houses, but they are not included as a part of your rental agreement. If you are not happy with the age and/or performance of the machines, you are welcome to install your own machines. We do not guarantee the machines' operating performance, and we are not liable for any damage to clothing or linen items caused from their respective use. We believe that our providing these machines is a valuable service. The machines work well, and we have had very few complaints over the years. Please help us maintain the condition of all of our appliances by following the usage guidelines mentioned earlier.

### **Safety**

Beer/keg parties are **not** allowed. Never host parties larger than a few friends at the house.

If a fire pit is currently at the residence, it was likely left behind by a prior tenant and was not provided by the landlord. If you choose to have a fire pit, it is your responsibility/liability to keep it a safe distance from the house and to keep it safely maintained.

Fireplaces are not to be used under any circumstance and kerosene and other fuel burning indoor heaters are prohibited.

Satellite dishes are never permitted to be affixed to the house or mounted on the roof. Tenants are never allowed to be on rooftops.

When leaving for extended periods or breaks, please leave lights on in the house and, if possible, a car in the driveway. Lock all doors and windows, leave the thermostat on a reasonable setting (with "fan on" mode), and take personal computers, jewelry, TVs, hand held electronics, and other valuables with you. Always empty garbage cans and clean out the refrigerator before leaving the property for an extended period.

By signing below, tenants acknowledge the presence of Smoke Detectors and Carbon Monoxide Detectors in the premises and agree to test the detectors MONTHLY for proper operation, and further agree to replace any batteries (if so equipped) when necessary. Tenants further acknowledge that they understand how to test and operate the detectors in their property. Tenants also agree to replace or notify landlord of the need to repair or replace any inoperative detector immediately should it fail to operate properly during any test.

### **Move-Out**

We encourage and approve of your decorating your house, and we are fine with your hanging pictures. We encourage you to use small, trim nails and command strips when possible to do your hanging and decorating of the walls. It is your responsibility to repair and touch up the paint on the walls in your house prior to departure. Your signature on this agreement indicates that you agree to allow us to coordinate a time with you within 60 days of your lease end date to do the wall repairs and touch up painting. This will alleviate your obligation to do the repairs yourself.

At lease turnover, we will have the house deep cleaned. It is your responsibility to leave the house clean when your lease expires. When you move out, we do not expect the house to be in exactly the same level of cleanliness

that you found the property at move-in, but a good effort should be made on your part.

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Landlord is not affiliated in any way with East Carolina University (ECU). Under no circumstances is this lease contingent upon ECU's decision to change, edit, or delete their course schedule, method of course delivery, and/or academic calendar.

Your signature below indicates that you agree that you are responsible for damages caused to the residence should you not comply with the provisions contained within this maintenance agreement.

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Tenants

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Landlord

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Property Address